

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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Instructions: This form establishes a schedule of retention and disposal for the listed records series according with Section 149.333 of the Ohio Revised Code. **No record series shall be retained, destroyed, or transferred in violation of this schedule.** This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, Dunbar Library, R-401-402. For assistance, contact the University Records Manager at ext. 2017 or write to chris.wydman@wright.edu.

Originating Office/Department Code: Med IT- Administrative Technology Group (ATG) **SMNS**

Division: Boonshoft School of Medicine **Date:** _____

Dean/Director/Head: Approvals

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections and Archives: _____

- ¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable
²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital
³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
Administrative Records					
SMNS10-01	P	V	<u>Agreements/Contracts</u> Original agreements and amendments between BSOM/Med IT and other institutions and businesses. Records include maintenance contracts.	LEG2000	Retain while active, plus five years. Review for continuing administrative or historical value.*
SMNS10-02	P/E	H	<u>Meeting minutes-Departmental</u>	ADM9910	Retain in the office for three years and then review for continuing administrative value.
SMNS10-03	P/E	H	<u>Organizational Charts-Departmental</u>	ADM9910	Retain in the office until superseded. Transfer <i>one dated copy</i> of each chart to the University Archives every three years.

***Note:** Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

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Administrative Records					
SMNS10-04	P/E	C	<u>Personnel Files-Department*</u> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
SMNS10-05	P/E	C	<u>Personnel Files-Employee Selection</u> Vitaes, letters, and records of individuals who have applied for department staff positions.	PER2000	Retain for three years, then destroy.
SMNS10-06	P	H	<u>Policies and Procedures-Departmental</u> Records documenting division approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. This series include the User Support procedures.	ADM3000	Retain while active plus ten years in the office. Transfer one dated copy of each version to the University Archives every three years.
SMNS10-07	P/E	V	<u>Procurement Files</u> Records documenting procurement of hardware and software, including RFP's, correspondence, duplicate contracts, purchase orders, and reviews.	ACC2000	Retain while active, plus six fiscal years and then destroy.

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Administrative Records					
SMNS10-08	P		Project Files (Routine and Special) Files pertaining to routine and special projects, such as conversion to new operating system, annual PC upgrades, etc.	ADM9910	a) Retain <i>completed project files</i> until no longer needed for system administration (superseded, obsolete, or replaced) and all legal requirements satisfied. Then review for historical value. b) Dispose of <i>abandoned project files</i> when of no further use for future development.
SMNS10-09	P/E	H	Reports Various reports compiled by ATG including statistical reports.	ADM9910	Retain in the office for three years and then transfer to the University Archives.
SMNS10-10	E	H	Web home page-Department Includes description of departmental programs, activities and events.	ADM9900	Retain electronic format on the web until obsolete or superseded. If information exists on Web only: Retain a paper copy (including source code) or full CD backup of each version and send to University Archives annually.

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Systems and Application Development					
CTNS10-11	P/E		<u>Automated Program Listing/Source Code Documentation</u> Automated program code which generates machine-language instructions used to operate an automated information system (i.e., web server).	ADM9900	Retain for three database/master file backup cycles and then destroy.
CTNS10-12	P/E	C	<u>Data Documentation/Data Dictionary Records</u> Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements.	ADM9910	Retain for three years after discontinuance of system or application and until system's or application's date is destroyed or transferred to a new structure or format, then destroy. If all data is not transferred, review for historical value.
CTNS10-13	P/E		<u>Procurement Files: Data Migration</u> Records used in the procurement of system hardware and software including request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	ACC2000	Retain active plus six years then destroy.

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Systems and Application Development					
CTNS10-14	P/E		Data Systems Specifications Records necessary for using system, including user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	ADM9910	Retain three years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy. If all data is not destroyed or transferred, review for historical value.
CTNS10-15	P/E		Test Database Files Routine of benchmark data sets, related documentation, and test results constructed or used to test of develop a system.	ADM9900	Retain until superseded, obsolete or replaced, then review for historical value.

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